

Will Newman
P.O. Box 94
Lyons CO, 80540
303.378.7957

Dear Employer:

I am interested in being considered for an entry level/internship position with your company. I graduated from the University of Colorado at Boulder in August 2008. Currently I am in between college and a professional position and work as a caterer for Greenspoint Catering and as a martial arts instructor for Tran's Kickboxing and Fitness Center to make ends meet. In addition to working as an instructor, I have trained as a student in the martial arts for 12 years and currently hold a second degree black belt in Tae Kwon Do.

Through my education I learned very valuable skills such as effectively designing various projects while maintaining a job and other classes. My experience has not only taught me time management, but the ability to design and express new creative ideas. These skills not only apply to architecture but also to graphic design and photography. I am knowledgeable in Adobe Photoshop, Illustrator, Flash, and Dreamweaver. With my knowledge and skills in these programs I have designed websites such as my own personal portfolio at www.newmanarch.com. In addition to these programs I possess a high level of understanding in Autodesk Revit and while working as a draftsman, learned to draft projects from start to finish.

As well as the various analytical skills I have learned in school, I have also learned other valuable assets through instructing martial arts such as: leadership, teamwork, patience, and perseverance. I am able to organize and prioritize tasks easily and my position as an instructor often requires making critical decisions on the spot. Also, I have valuable communication skills in dealing with students and customers of all age groups.

I would like to become an asset to your company. I thank you for your consideration for potential employment and look forward to hearing from you. I am available for an interview at your convenience.

Sincerely,
Will Newman

Will M Newman
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Academics

Graduate, BA Environmental Design

- University of Colorado at Boulder

Qualifications

- In depth knowledge of Autodesk Revit Architecture (Ver. 8.0-2009)
- Knowledge of graphic design programs Adobe Photoshop, Illustrator, and Flash
- Web design experience with Adobe Dreamweaver
- Knowledge of rendering engines Accurender and Mental Ray

Employment History

Paul M Newman Inc, Lyons, CO: May 2000 to 2007

Laborer- General Carpentry

Draftsman

- Successfully drafted a second story addition in Boulder, CO: Completed
- Successfully drafted an exterior addition to a two story home in Allenspark, CO: Completed
- Successfully drafted a garage and entry addition and interior renovation in Boulder, CO: Completed
- Successfully drafted interior and exterior renovation in Boulder CO: Completed

Complete Construction Consultants, Lyons, CO: June 2007 to Present

Website Developer / Designer

- Designed website proposals
- Designed and created final website

Tran's Martial Arts and Fitness Center, Longmont, CO: 2002 to Present

S.T.O.R.M Assistant

- Helped assist in teaching classes

Tae Kwon Do Instructor

- Lead my own classes
- Manage other team members and their duties
- Build strong relationships with students as well as their families

Kickboxing Instructor

- Lead my own classes
- Help students improve physical fitness
- Help students set and reach personal physical, mental, and emotional goals